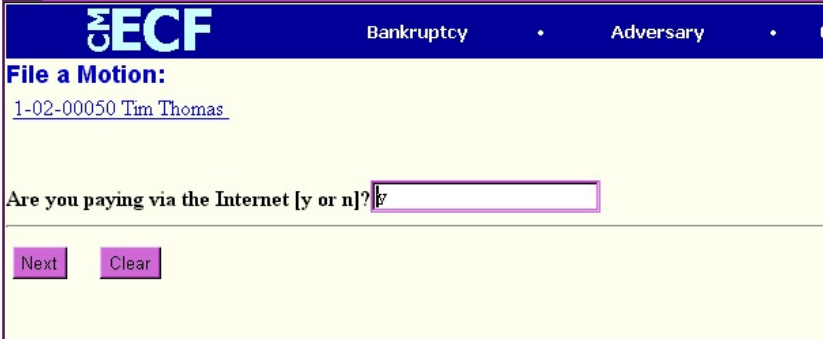


Internet Credit Card Module

This Process shows the screens for paying a filing fee via the internet, using a credit card. This feature allows you to defer payment until the end of the day and thereby only charge your credit card once. **You must settle payment by 8:00pm each day.**

In this scenario we are docketing a motion for relief from stay. **(If you are filing a new case, the steps are very similar, please see the end of this document for the steps.)**

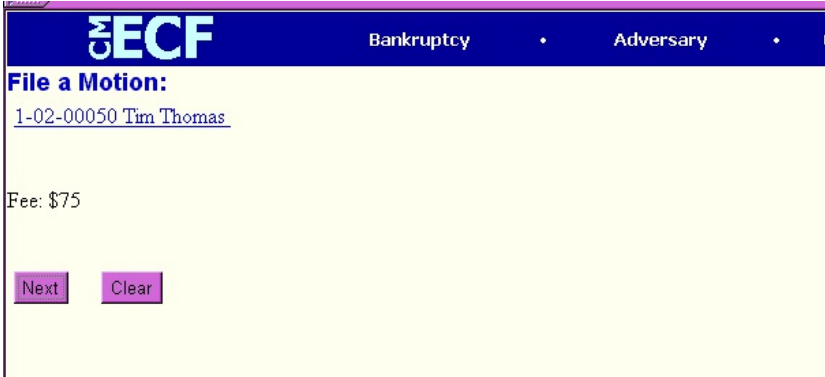
STEP 1 Enter “y” in the text box as shown in **Figure 1** and click **Next**.



The screenshot shows the ECF (Electronic Case Filing) interface. At the top, there is a blue header with the ECF logo and navigation links for Bankruptcy, Adversary, and Civil. Below the header, the page title is "File a Motion:". Underneath, there is a link "1-02-00050 Tim Thomas". The main content area contains the question "Are you paying via the Internet [y or n]?" followed by a text input box where the letter "y" has been entered. At the bottom of the form, there are two buttons: "Next" and "Clear".

Figure 1

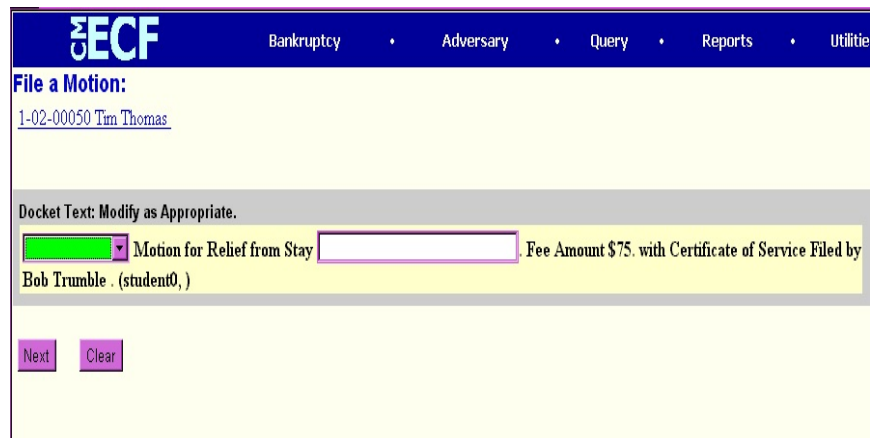
STEP 2 The Fee screen appears, click **Next**. (See **Figure 2**)



The screenshot shows the ECF interface after clicking "Next". The header and navigation links are the same. The page title is "File a Motion:". Below it is the link "1-02-00050 Tim Thomas". The main content area now displays "Fee: \$75". At the bottom, there are two buttons: "Next" and "Clear".

Figure 2

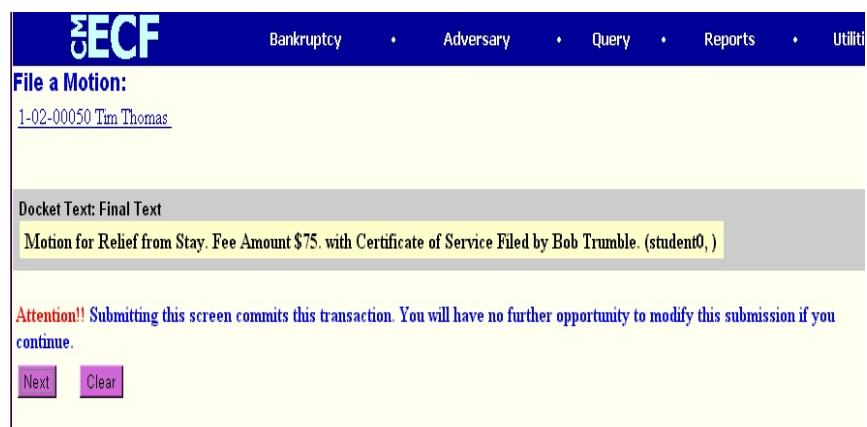
STEP 3 The **Modify Docket Text** screen appears. Click **Next** to continue. (See Figure 3)



The screenshot shows the ECF system interface. At the top is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, and Utilities. Below the navigation bar, the page title is "File a Motion:" followed by a link "1-02-00050 Tim Thomas". The main content area has a grey header "Docket Text: Modify as Appropriate." Below this is a yellow box containing a dropdown menu with "Motion for Relief from Stay" selected, followed by a text input field containing "Fee Amount \$75. with Certificate of Service Filed by Bob Trumble. (student0,)". At the bottom of the yellow box are two buttons: "Next" and "Clear".

Figure 3

STEP 4 The **Final Docket Text** screen appears. Once you are certain the docket text is correct, click **Next** to continue. (See Figure 4)



The screenshot shows the ECF system interface. At the top is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, and Utilities. Below the navigation bar, the page title is "File a Motion:" followed by a link "1-02-00050 Tim Thomas". The main content area has a grey header "Docket Text: Final Text" followed by a yellow box containing the text "Motion for Relief from Stay. Fee Amount \$75. with Certificate of Service Filed by Bob Trumble. (student0,)". Below the yellow box is a red warning message: "Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue." At the bottom are two buttons: "Next" and "Clear".

Figure 4

STEP 5 You will then see the Notice of Electronic Filing screen display with the **Electronic Payment** window on top of it. The Electronic Payment Window displays your summary of current charges. You may click on **Pay Now** or **Continue Filing**. Remember, you must pay all fees by 8:00 pm each day. In this scenario, we will choose **Pay Now**. If you choose **Continue Filing**, the Electronic Payment window will close.
(See Figure 5)

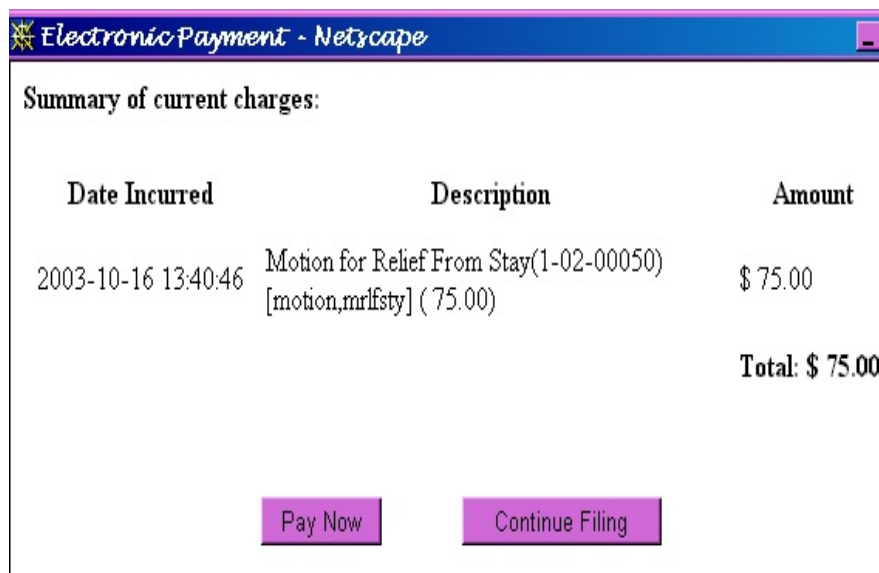


Figure 5

STEP 6 The **Enter Payment Information** screen appears. Only information with a red asterisk is required. Some of the required information will be filled in. This information includes the Cardholder name, address and zipcode. This information is not used to authorize the card, so if you are using a firm credit card or another person's card, you do not need to change this information. The card type, number and expiration date are used to authorize the card. After filling in the appropriate information, click **Continue**. (See Figure 6)

https://qa.pay.gov - Online Payment - Mozilla Firefox

Online Payment [Return to your originating application](#)

Step 1: Enter Payment Information 1 | 2

Pay Via Plastic Card (PC) (ex: American Express, Diners Club, Discover, Mastercard, VISA)

Required fields are indicated with a red asterisk *

Account Holder Name: Attorney12 WVN*
Payment Amount: \$555.00*
Billing Address: 100 Main Street*
Billing Address 2:
City:
State / Province:
Zip / Postal Code: 26003
Country: United States*
Card Type: *
Card Number: * (Card number value should not contain spaces or dashes)
Security Code: * (On the back of your Card, find the last 3 digits) [Help finding your security code](#)
Expiration Date: * / *

Select the "Continue with Plastic Card Payment" button to continue to the next step in the Plastic Card Payment Process.

[Continue with Plastic Card Payment](#) [Cancel](#)

Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

Done qa.pay.gov

Figure 6

STEP 7 You will then see the **Payment Summary and Authorization Screen**. Be sure to check the box after “Authorization” and you may fill in your email address so that you will get a confirmation via email. Then click on **Make Payment**. (See Figure 7)

https://qa.pay.gov - Online Payment - Mozilla Firefox

Online Payment [Return to your originating application](#)

Step 2: Authorize Payment 1 | 2

Payment Summary [Edit this information](#)

Address Information	Account Information	Payment Information
Account Holder Name: Attorney12 WYNB	Card Type: Visa	Payment Amount: \$555.00
Billing Address: 100 Main Street	Card Number: *****1111	Transaction Date and Time: 11/02/2006 10:27 EST
Billing Address 2:	Expiration Date: 11 / 2006	
City:		
State / Province:		
Zip / Postal Code: 26003		
Country: USA		

Email Confirmation Receipt

To have a confirmation sent to you upon completion of this transaction, provide an email address and confirmation below.

Email Address:

Confirm Email Address:

CC: Separate multiple email addresses with a comma

Authorization and Disclosure

Required fields are indicated with a red asterisk *

I authorize a charge to my card account for the above amount in accordance with my card issuer agreement. ☐ *

Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.

Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

Done qa.pay.gov

Figure 7

- STEP 8** The **Transaction Receipt** screen displays. The Transaction number is your receipt number. If you would like to print a copy of the receipt, click on “print a copy of”. When finished, click on **Close Window**.
(See Figure 8)

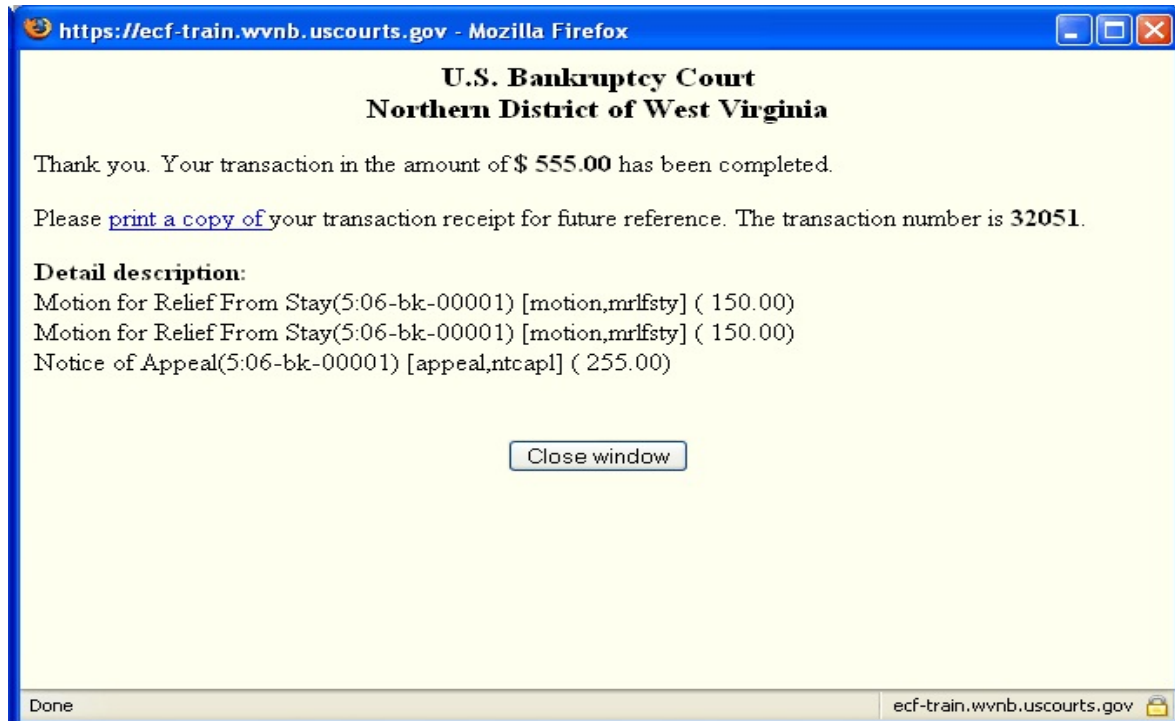
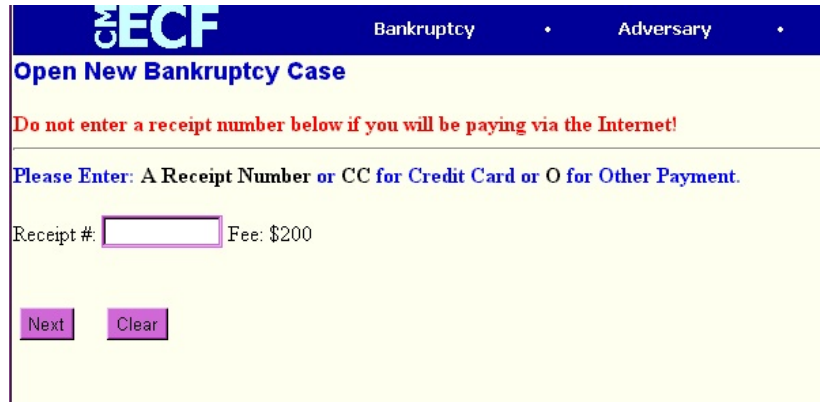


Figure 8

Here is the only screen that is different when you file a voluntary petition.

Follow the instructions and do not enter any information in the receipt number field. Click **Next**. (See **Figure 9**)



ECF Bankruptcy • Adversary •

Open New Bankruptcy Case

Do not enter a receipt number below if you will be paying via the Internet!

Please Enter: A Receipt Number or CC for Credit Card or O for Other Payment.

Receipt #: Fee: \$200

Next Clear

Figure 9

You will then see the Electronic Payment Window on top of the Notice of Electronic Filing, just as in step 5. Follow steps 6 through 8 to finish the payment.

The Internet Credit Card Module gives you 2 additional features under the Utilities Menu:
Internet Payment History and Internet Payments Due
(See Figure 10)

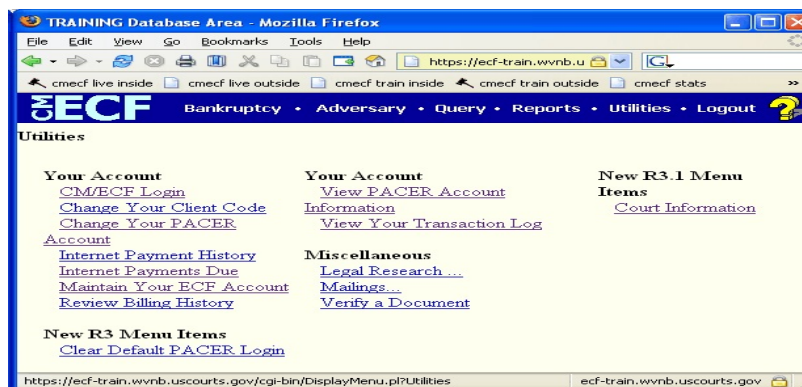


Figure 10

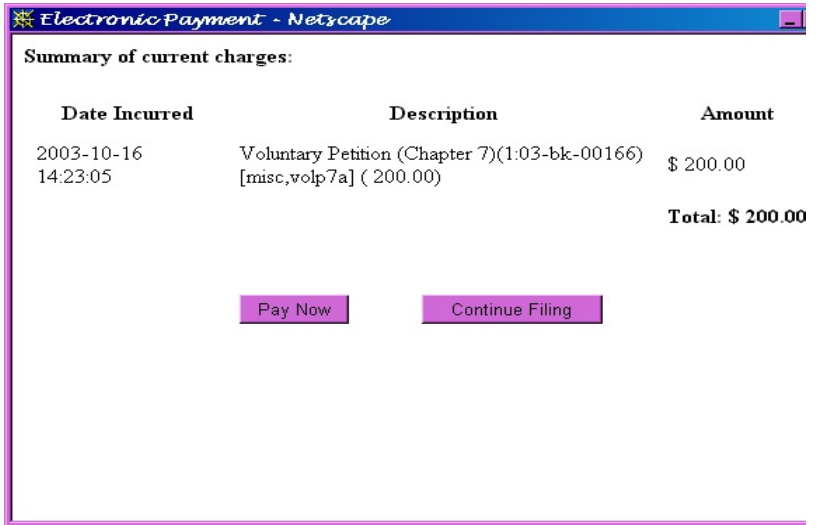
By clicking on the Internet Payment History Report and entering a date range, you are able to see what transactions have been charged to your credit card along with the associated transaction receipt numbers. (See Figures 11 and 12)

Figure 11

<div>ECF</div> <div>Bankruptcy • Adversary • Query • Reports • Utilities</div>				
U.S. Bankruptcy Court Northern District of West Virginia Internet Payment History for student0 , 9/1/2003 to 9/30/2003				
Date Paid	Description	Payment Method	Receipt #	Amount
2003-09-22 09:43:37	Motion for Relief From Stay(1:03-bk-00157) [motion,mrlfsty] (75.00)	credit card	1111B16799	\$ 75.00
2003-09-22 09:51:01	Voluntary Petition (Chapter 7)(5:03-bk-00164) [misc,volp7a] (200.00)	credit card	1111B16801	\$ 200.00

Figure 12

If you click on the option of **Internet Payments Due** under the Utilities menu, you may “settle” your account at any time. The **Electronic Payment** window opens if you have any outstanding credit card fees. (See **Figure 13**) You may then click on **Pay Now** and follow the screens to settle your account.



The screenshot shows a web browser window titled "Electronic Payment - Netscape". Inside the window, there is a section titled "Summary of current charges:". Below this title is a table with three columns: "Date Incurred", "Description", and "Amount". The table contains one row of data and a total line. At the bottom of the window, there are two buttons: "Pay Now" and "Continue Filing".

Date Incurred	Description	Amount
2003-10-16 14:23:05	Voluntary Petition (Chapter 7)(1:03-bk-00166) [misc,volp7a] (200.00)	\$ 200.00
		Total: \$ 200.00

Pay Now Continue Filing

Figure 13